

**MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ**  
**August 9, 2017**

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 29, 2016.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Wednesday, August 9, 2017 in the Community Room at Liberty Towers. The meeting was called to order by Secretary Iozzi at 5:05pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Capinjola, Cmsr. Leonardo, Cmsr. Fiedorczyk, Cmsr. Jack Durkin.

**Minutes** of the July 17, 2017 regular monthly meeting were reviewed. Motion made by Cmsr. Capinjola to approve the minutes. Motion seconded by Cmsr. Leonardo. Motion approved.

**Bills** for the period 6/28/17-7/31/17; \$34,302.30 for normal operating. Motion made by Cmsr. Leonardo; seconded by Cmsr. Durkin to approve payment of bills. Motion approved.

**Communications:**

**Treasurer’s Report:** Account balances as of 7/31/17: general ledger balance \$64,021.44; tenant security/escrow \$55,400.73; and \$64,020.58 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$47,576.69 Motion made by Cmsr. Nannery; seconded by Cmsr. Durkin to accept the Treasurer’s report. Motion approved.

**Secretary’s Report/ Old Business:**

**RESIDENTS:** One apartment is available for occupancy. We have attempted to identify the next tenant from the existing waiting list, and have been unsuccessful, as a number of applicants have either moved or passed since their initial application. This led to an extensive purge of the list, making it necessary to open the waiting list within the next few months. A few tenants are currently hospitalized or in rehabilitation. Their families will notify us if they will be moving from our facility. This further reiterates the need to open the list. Residents held a yard sale and will have a picnic hosted by Christ Community Church on Saturday, August 26<sup>th</sup>. I am working on a special event for our residents with a local author, artist and merchant that will be scheduled in early fall.

**BUILDING/GROUNDS:** The automatic entry component on the front door is broken. A new one was ordered and will be installed on Wednesday. In order to protect the tenants from intruders, the electric to the door was disabled. Tenants were issued keys to enter the front door. The electronic key fobs work on all other doors. We have begun soliciting quotes for trash removal. In the meanwhile, TSS Facility Services has taken over the process of bringing the dumpsters out of the building and disinfecting them, the room and the chute. They will also provide contractors as needed to perform work orders, turnovers and other work. A thorough inspection of the conditions of the building will take place in order to identify items needing repair or attention. Residents will be encouraged to continue submitting requests in writing, even if they have already done so, in order to rectify any outstanding work orders. Rugs will be steam cleaned later this month. The laundry room and first floor are also scheduled to be painted. A handful of tenants have complained about tenants smoking outside. The fumes are blowing into their apartments. In particular one complaint was about smokers in the gazebo nearest to the building. However, the structure is over 40 feet from the building and is in full compliance with the smoke-free policy. The benches in the front of the building are also more than 25 feet from the building. The only area in question is the benches on the parking lot side of the building,

that are approximately 13 feet from the building exterior. Since a majority of the smokers have limited mobility, they have been allowed to smoke in this location. Only one smoker routinely uses this area. The Board is requested to consider its position on the matter so that the policy can be properly communicated and enforced. Also, Cmsr. Leonardo brought to our attention that a resident has been seen walking in common spaces with bare feet. Not only is it unsanitary, it is unsafe, as they may step on something and become hurt. If they do so in a common area, we may be liable for the injury. The Board is asked to consider its position on whether or not a dress code that requires shoes in the common areas should be adopted at the next meeting.

**ADMINISTRATION:** The admissions and occupancy policy has been updated. As a result of numerous changes, there are a number of additional policies requiring revisions. They will be presented at upcoming meetings. In order to cut the cost of payroll, the board is requested to consider and authorize monthly payments for its existing employees. The waiting list for single applicants needs to be opened. Upon advertisement, the list will remain open for a specific timeframe determined by the Board. It is recommended that the list be open for a period of no less than one week and no more than one month. The waiting list for 2-person households remains open.

**FINANCE:** The Board needs to consider retaining a fee accountant before the end of the year. Proposals have been secured. The 2017 capital fund monies have been awarded in the amount of \$62,567.

**PERSONNEL:** A part-time property manager was hired to perform preventative and routine maintenance. He cleaned the front windows and porch and organized the maintenance room supplies. He quit at the end of the week. A contractor was retained to perform work orders and light maintenance as needed. Upon advertising for the Executive Director's position, two resumes and one letter of interest were obtained. The Personnel Committee met and drafted a contract for Board consideration at this meeting.

**COMMISSIONER ITEMS:** The Town is interviewing applicants to appoint at least two new members to the Board.

**OPEN TO THE PUBLIC** "At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes. Pat Powers reported that there would be a bus trip to Sands on September 27<sup>th</sup>.

**NEW BUSINESS:** The Board reviewed the amendments to the Admissions and Occupancy Policy. Of particular concern was the smoking policy and location of ash receptacles. All of the smoking areas are beyond 25 feet from the building with the exception of the parking lot side of the building. Those are 13 feet. Only one tenant utilizes that space. Tenant, Audrey Snyder, Apt. 2D reported that people are smoking under the front door canopy. Tenant, Kathleen Daley, Apt. 2L, admitted to assisting a tenant to smoke there when the weather was poor. She won't do it again. The tenants and Board discussed the possibility of constructing a smoke-hut or portable unit, similar to a bus stop. It was recommended that we reach out to Sussex Tech for assistance. After reviewing the other components of the A&O Policy, Cmsr. Leonardo made a motion to approve the amendments; seconded by Cmsr. Fiedorczyk. Motion

approved. The Board discussed the feasibility of monthly payroll. After a brief discussion, it was determined that the savings was not worth the inconvenience to staff.

**CLOSED SESSION:** A motion to enter closed session in order to discuss personnel was made at 5:40pm by Cmsr. Fiedorczyk; seconded by Cmsr. Durkin. A motion to end closed session was made at 6:35pm by Cmsr. Durkin, seconded by Cmsr. Nannery. Motion approved.

**NEW BUSINESS CONTINUED:** Upon exiting from closed session, the Board discussed the terms of a revised contract with their existing director. Cmsr. Capinjola made a motion to approve the contract; seconded by Cmsr. Nannery. Motion approved. Additionally, the Board authorized changing the salary and terms of the Assistant to the Director's position. Cmsr. Leonardo made a motion to increase her salary and change her from an hourly to a salaried position. The motion was seconded by Cmsr. Nannery. Motion approved.

**ADJOURNMENT:** There being no further business, Motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Leonardo. Motion approved, meeting adjourned at 6:40pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board